



City of Kirkland SPECIAL EVENT APPLICATION

Office Use Only	
Rec'd:	Complete:

APPLICANT INFORMATION					
Company Name: ABC Company					
Mailing Address: 123 ABC Street					
City: Kirkland		State: WA		Zip: 98033	
Event Website: www.abcrunforfun.com					
Event Organizer Name: Mara Thawn					
Office Phone: 425-111-1111		Cell Phone: 425-222-2222			
Fax: 425-333-3333		Email: mara.thawn@abccompany			
Event Day Contact Name: Mara Thawn		Cell Phone: 425-222-2222			
EVENT INFORMATION					
Event Name: Run For Fun 5k			Venue: Marina Park, Lakeshore Plaza Lot, & Streets		
Public Event Hours		Open	Close	# Event Participants	# Volunteers, Staff, Spectators
Date:	Sun., July 2, 2000	8:00 <input checked="" type="checkbox"/> AM / PM	11:00 <input checked="" type="checkbox"/> AM / PM	2,000	150
Date:		AM / PM	AM / PM		
Date:		AM / PM	AM / PM		
Venue Load-In / Strike		Start	End	Event Category (choose one)	
Date:	Fri., June 30, 2000	8:00 <input checked="" type="checkbox"/> AM / PM	12:00 AM <input checked="" type="checkbox"/> PM	<input checked="" type="checkbox"/> Athletic Event	<input type="checkbox"/> Community Event w/ Fees
Date:	Sun., July 2, 2000	6:00 <input checked="" type="checkbox"/> AM / PM	8:30 <input checked="" type="checkbox"/> AM / PM	<input type="checkbox"/> Expressive Event	<input type="checkbox"/> Community Event w/out Fees
Date:	Sun., July 2, 2000	10:30 <input checked="" type="checkbox"/> AM / PM	12:00 AM <input checked="" type="checkbox"/> PM	<input type="checkbox"/> Non-Profit Fundraiser	
Type:	<input type="checkbox"/> Boating/Rowing	<input type="checkbox"/> Concert / Performance	<input type="checkbox"/> Cycle	<input type="checkbox"/> Festival / Fair	<input type="checkbox"/> Swim
	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Parade	<input type="checkbox"/> March / Rally	<input checked="" type="checkbox"/> Run / Walk	<input type="checkbox"/> Triathlon
Other:					
Is an Admission Fee or Ticket Required for Entrance/Participation?				<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Is this an Annual Event?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
If NO, are you requesting to make this an annual event?				<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
If YES, briefly describe new elements and/or changes from last year:					
EVENT OPERATIONS					
Please check all elements that will be part of the event:					
<input checked="" type="checkbox"/>	* Admission / <input checked="" type="checkbox"/> Participation Fees	<input checked="" type="checkbox"/>	Fundraiser	<input type="checkbox"/>	* Raffle
	* Alcohol		Generator	<input checked="" type="checkbox"/>	* Restricted Parking
	Animals		Hand Washing Station		Scaffolding
<input checked="" type="checkbox"/>	* Banners: <input checked="" type="checkbox"/> 1 Street <input type="checkbox"/> Vertical <input type="checkbox"/> Park Fence	<input checked="" type="checkbox"/>	* <input checked="" type="checkbox"/> Inflatable / Bouncy Toys		Security Staff
	* Boat Launch Access		Lifeguards	<input checked="" type="checkbox"/>	Signage
	* City Dock Moorage: # slips <input type="checkbox"/>	<input checked="" type="checkbox"/>	Merchandise Sales	<input checked="" type="checkbox"/>	Stage: Height 4' <input checked="" type="checkbox"/> with handrails / no handrails
<input checked="" type="checkbox"/>	Cooking: <input type="checkbox"/> Charcoal <input checked="" type="checkbox"/> Propane	<input checked="" type="checkbox"/>	Music: <input type="checkbox"/> Live <input checked="" type="checkbox"/> Recorded	<input checked="" type="checkbox"/>	Street / Lane Closures
	* Fire Pit / Bon Fire	<input checked="" type="checkbox"/>	Pavement Marking	<input checked="" type="checkbox"/>	* Tents/Canopies
	* Fireworks	<input checked="" type="checkbox"/>	Portable Toilets: # 9		Vehicle Display
<input checked="" type="checkbox"/>	First Aid Station		Potable Water Access	<input checked="" type="checkbox"/>	Vendor Booths: # 25
	Flood Lights	<input checked="" type="checkbox"/>	Power Access	* Additional Application Materials may be required following the SET Review.	
<input checked="" type="checkbox"/>	* Food / Beverages	<input checked="" type="checkbox"/>	Public Address System (PA)		
Other (Please list other elements not included above):					
Inflatable arch for start/finish line, Stage 10'x20' (box truck w/ ramp)					

ALCOHOL						
Kirkland requires a minimum of 2 police officers on-site at all times during Beer/Wine Garden hours.			Beer / Wine Garden		Start	End
Will alcohol be consumed on-site?	___ YES <u>XX</u> NO		Date:		AM / PM	AM / PM
Will alcohol be sold for off-site consumption?	___ YES <u>XX</u> NO	Date:		AM / PM	AM / PM	
		Date:		AM / PM	AM / PM	
FIRST AID / MEDICAL						
Kirkland requires event organizers to call 9-1-1 for emergency medical transportation. For-hire ambulance services may not be used for emergency transportation, however, First Aid stations may be staffed by a licensed medical professional of your choice.						
Do you want to hire Kirkland Fire Department staff to provide first aid services at your event?					___ YES <u>XX</u> NO	
FOOD VENDORS						
Will food be hot / cold held or cooked on-site?		<u>XX</u> YES ___ NO				
NOISE / LIGHT VARIANCE						
Amplified sound is not allowed before 7am or after 8pm Monday - Friday, or before 9am or after 6pm Saturday, Sunday, and some holidays. Security lighting is allowed after 10pm, with restrictions.		Requested Variance		Start	End	
		Date:	Sun., July 2, 2000	8:00 <u>AM</u> / PM	9:00 <u>AM</u> / PM	
		Date:		AM / PM	AM / PM	
		Date:		AM / PM	AM / PM	
RECYCLE / TRASH						
Kirkland requires event organizers to maintain all waste receptacles (including existing cans and restrooms) throughout the venue during event. While Washington State law requires vendors and organizers for festivals, special events, and official gatherings to provide recycling containers at events where beverages in cans and/or bottles are available. RCW 70.93.093						
Will beverages in cans / bottles be sold or distributed at your event?		<u>XX</u> YES ___ NO				
How many containers will you provide?		<u>10</u> Trash <u>10</u> Recycle <u>2</u> Compost <u>1</u> Dumpster				
How will you manage your waste plan?		<u>XX</u> Event Volunteers <u>XX</u> Paid Staff				
SECURITY STAFFING						
When a safety plan calls for optional security staffing, services may be provided by the company of your choosing. Off-duty Kirkland Police officers may also be available for hire upon request.						
Would you like to hire Kirkland Police / Explorers to provide security services?				Police	___ YES <u>XX</u> NO	
				Explorers	___ YES <u>XX</u> NO	
TRAFFIC CONTROL						
Barricades, traffic cones, "No Parking" signs, etc. are required elements of an event's Traffic Control Plan. Traffic control devices are at the expense of the applicant. The City of Kirkland does not provide or lend equipment.						
Will the event require any street / lane closures?					<u>XX</u> YES ___ NO	
Are you requesting to impose restrictions on any public parking spaces?					<u>XX</u> YES ___ NO	
Will the event cause the re-routing of any Metro bus routes?					<u>XX</u> YES ___ NO	
EVENT INSURANCE						
Applicant shall provide a certificate of insurance evidencing:						
1. General Liability Insurance covering the Event, participants, products-completed operations and contractual liability with limits of no less than \$1 million each occurrence, \$2 million general aggregate. (Liquor Liability limits \$1 million each occurrence, \$2 million general aggregate.)						
2. The City as an additional insured. The Additional Insured Endorsement must be accompanied by the policy change endorsement forms CG 20 12 or CG 20 26 or equivalent or it will not be accepted.						
Does your organization have liability insurance that will cover this event?					<u>XX</u> YES ___ NO	
FEE EXEMPTION						
A Special Event Permit fee shall not be imposed when prohibited by the First or Fourteenth Amendments to the US Constitution or Articles 1, sections 3, 4, 5 or 11 of the Washington State Constitution. Political or religious activity intended primarily for the communication or expression of ideas shall be presumed to be a constitutionally protected event. Other factors may be considered when evaluating whether an event is exempt from fees. Fee exemptions do not apply to other necessary permits. Initial here if your event is constitutionally protected: _____						
SIGNATURE						
I certify the information I have provided in this application is true and accurate to the best of my knowledge. I understand, once this application is submitted, no new elements may be added to the event plan. I have read and agree to the terms and conditions outlined in the Special Event Guide, and will follow the rules and requirements for conducting the event. I am aware that all information contained herein is subject to public disclosure in accordance with the Washington State Public Disclosure Act.						
<i>Mara Thawn</i>		Mara Thawn		January 2, 2000		
Applicant Signature		Applicant Printed Name		Date		